

Membership Balance Plan
Board of Advisors to the President of the Naval
Postgraduate School and the Naval War College

Agency: Department of Defense (DoD)

1. Authority: The Secretary of Defense, pursuant to the Federal Advisory Committee Act (FACA) of 1972 (5 U.S.C., Appendix, as amended) and 41 C.F.R. § 102-3.50(d) (Agency Authority), established the Board of Advisors to the Presidents of the Naval Postgraduate School and the Naval War College (“the Board”) as a discretionary advisory committee.
2. Mission/Function: The Board examines and advises on matters pertaining to the Naval Postgraduate School and the Naval War College. The Board provides independent advice to the Secretary of Defense through the Secretary of the Navy and other Navy Component Heads as determined by the Secretary of the Navy on matters relating to the Naval Postgraduate School and the Naval War College. These matters included, but are not limited to, organizational management, curricula and methods of instructions, facilities, and other matters of interest.
3. Points of View: The Board shall be composed of no more than 10 members. The DoD looks for individuals with extensive professional experience in the fields of academia, business, national defense and security, the defense industry, and research and analysis when selecting advisory committee members for the Board. The DoD has found that viewing the complex issues facing the Naval Postgraduate School and the Naval War College through a multidisciplinary advisory committee provides the Department and, more importantly, the American public with a broader understanding of the issues on which subsequent policy decisions are based. The Chief of Naval Personnel/Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education and the Commanding General, Training and Education Command, United States Marine Corps, shall serve as ex-officio members of the Board, having voting rights and counting toward the Board’s total membership.

Board members, who are not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as special government employee (SGE) members. Board members who are full-time or permanent part-time Federal officers or employees shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as regular government employee (RGE) members. The DoD, unless otherwise instructed by statute or Presidential directive, does not use representative members on DoD established or supported advisory committees.

The Board’s membership balance is not static and the Secretary of Defense may change the membership based upon work assigned to the Board by the Secretary of Defense, the Deputy Secretary of Defense, or the Secretary of the Navy as the Board’s sponsor.

Each member, based upon his or her individual and professional experiences, provides his or her best judgment on matters before the Board, and he or she does so without representing any particular point of view and in a manner that is free from conflict of interest.

4. Other Balance Factors: N/A
5. Candidate Identification Process: The DoD, in selecting potential candidates to fill

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vacancies on the Board, reviews the educational and professional credentials of individuals with extensive backgrounds in the areas of primary interest to the Board. Potential candidates are identified by the professional staff of the Office of the Secretary of the Navy and the Designated Federal Officer, and in some instances, based upon discussions with other professionals in the Department of the Navy.

Once potential candidates are identified, the Secretary of the Navy reviews the credentials of each individual and narrows the list of candidates. During his or her review, the Secretary of the Navy strives to achieve a balance between the professional credentials of the individuals and the near-term subject matters that the Secretary of the Navy anticipates will be reviewed by the Board.

After the Secretary of the Navy's nomination of potential candidates for authorization, the list of potential candidates undergoes a review by the DoD Office of General Counsel and the Office of the Advisory Committee Management Officer to ensure compliance with Federal and DoD governance requirements, including compliance with the Board's charter and membership balance plan. Following this review, the Secretary of the Navy formally nominates the potential candidates to the Secretary of Defense for authorization. Following Secretary of Defense or Deputy Secretary of Defense authorization and the Secretary of the Navy's subsequent administrative certification, the candidates are required to complete the necessary appointment paperwork, to include meeting ethics requirements stipulated by the Office of Government Ethics for Group members.

Membership appointments are authorized by the Secretary of Defense or the Deputy Secretary of Defense and administratively certified by the Secretary of the Navy for a term of service of one to four years, with annual renewals, in accordance with DoD policies and procedures. No member, unless authorized by the Secretary of Defense, may serve more than two consecutive terms of service on the Committee, including its subcommittees, or serve on more than two DoD federal advisory committees at one time.

6. Subcommittee Balance: The DoD, when necessary and consistent with the Board's mission and DoD policies and procedures, may establish subcommittees, task groups, or working groups deemed necessary to support the Board.

The Secretary of the Navy has established two permanent subcommittees: The Naval Postgraduate School Subcommittee and the Naval War College Subcommittee.

- a. The Naval Postgraduate School Subcommittee shall be comprised of no more than 15 members in the fields of academia, science and technology, operations research, strategic planning, defense analysis, national security, and business and shall focus on the Naval Postgraduate School. Individuals holding the following positions shall serve as ex-officio members of the subcommittee and have voting rights and counting towards the subcommittee's total membership:
 - the Chief of Naval Personnel/Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education Command;
 - the Commanding General United States Marine Corps Training and Education Command;

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- the Commandant Army War College;
 - the Chief of Naval Research; and
 - the Commander and President of the Air University.
- b. The Naval War College Subcommittee shall be composed of no more than 10 members who are eminent authorities in academia, science and technology, public policy, national security, international relations, political science and economics and shall focus on the Naval War College. The Chief of Naval Personnel/Deputy Chief of Naval Operations for Manpower, Personnel, Training and Education shall serve as an ex-officio member of the subcommittee having voting rights and counting towards the subcommittee's total membership.

Subcommittee members, if not full-time or permanent part-time Federal officers or employees, shall be appointed as experts or consultants pursuant to 5 U.S.C. § 3109 to serve as SGE members. Subcommittee members who are full-time or permanent part-time Federal officers or employees shall be appointed pursuant to 41 C.F.R. § 102-3.130(a) to serve as RGE members.

7. Other: As nominees are considered for appointment to the Committee, the DoD adheres to the Office of Management and Budget's Revised Guidance on Appointment of Lobbyists to Federal Advisory Committees, Boards, and Commissions (79 FR 47482; August 13, 2014) and the rules and regulations issued by the Office of Government Ethics.
8. Prepared: June 24, 2016